



Date Adopted: May 3, 2011

**Title: Accountant**

**FLSA: Exempt**

**General Purpose:**

Under general supervision performs professional accounting duties in the development and maintenance of financial records, fund accounting, revenue and investments and/or budget; may perform or coordinate City payroll functions, provides information to City staff regarding accounting practices and procedures,; trains and provides technical direction to lower-level finance technician personnel, and performs related work as required.

**Distinguishing Characteristics:**

The Accountant class is a journey level professional accountant assigned to the Finance Division of the Administrative Services Department. The incumbent works with a high degree of independence and confidentiality in performing payroll, accounting, and financial activities for the City. Successful performance of the work requires knowledge of fund accounting practices and procedures, and fiscal management. Responsibilities include direct contact with all City Department Directors, Division Managers and other staff regarding, assigned financial activities. The class is distinguished from the lower level class of Finance Technician series, which are technical support classifications not requiring the equivalent of a four-year professional degree and has responsibilities of a technical processing nature.

**Supervision Received and Exercised:**

Receives general supervision from the Finance Manager; the Director of Administrative Services may also make assignments.

May exercise functional supervision over assigned technical and clerical accounting staff including temporary employees.

**Essential Duties and Responsibilities:**

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Provides responsible professional and technical assistance in the administration and implementation of the City's financial, auditing, and accounting programs.

Oversees the accounting of revenue received including: determining the appropriate period to post revenue in accordance with accounting principles, allocating revenue between funds, reviewing posting to general ledger to ensure proper coding, and ensuring accounts receivable subsidiary ledgers balance to general ledger.

Performs daily cash management; monitors cash flow; records investment transactions; assists with the initiation of wire transfers; and maintains investment activity in portfolio management software.

Perform and/or coordinate payroll preparation and reporting which must be completed on schedule, accurately, and in accordance with Federal, State, and City payroll reporting requirements and labor regulations; coordinates with Human Resources implementation of benefit changes.

Oversees the City's revenue and billing function to ensure proper and timely recording of funds; updates the City's Cost Allocation Plans as well as other revenue enhancement programs; monitors the City's revenue including federal, state and county apportionments; may be assigned primary accounting responsibility for Developer Deposits, Project Accounting, and reconciliation of other subsidiary ledgers.

Review financial entries prior to posting for proper coding, document processing and other accounting related activities. Researches and analyzes accounting records to determine variances/anomalies and initiate corrective action. Prepares journal entries and reconciles general ledger and subsidiary accounts; prepares monthly financial statements, prepares month-end and year-end closing entries.

Prepares audit schedules for external auditors.

Participates in the preparation of annual financial statements and notes, such as the preparation and submittal of the Comprehensive Annual Financial Report (CAFR) as well as the State Controller's Report, and other specialized governmental reporting.

May monitor grant revenues and expenditures, ensuring data is recorded in the City's financial accounting system, and in compliance with reporting requirements of various Federal, State and private agencies.

Using City software system assists with the development, monitoring and adjustment of City operating and capital budgets including salary and benefit projections.

Interpret, explain and apply general and governmental accounting/auditing principles and procedures, laws and regulations affecting the financial operations of municipal government, to ensure compliance is maintained.

As assigned may develop or modify policies and procedures as required. Research and interpret tax, grant, and other regulations.

Prepares technical and administrative reports and written correspondence.

May oversee the maintenance and periodic physical inventory of the City inventory of fixed assets. Reviews fixed asset entries in financial records and reconciles accounts.

Provides training to lower-level technical, clerical and new City staff as required.

Operates standard accounting office equipment, including job-related computer hardware and software applications.

Builds and maintains positive working relationships with co-workers, other City employees, and the public.

Represents the Division in relationships with agencies, organizations, and committees.

**Minimum Qualifications:**

**Knowledge of:**

Modern principles, practices, and methods of public and governmental accounting including: general ledger, payroll, accounts payable and receivable, grants, budgeting, cost accounting, and auditing and their application to municipal operations.

Principles and practices of information technology and software and their application to accounting and municipal operations.

Principles of business letter writing and report preparation.

Basic and advanced arithmetic and statistical techniques.

Pertinent local, State and Federal rules, regulations and laws.

Computer applications related to the work, including word processing, spreadsheet applications, and payroll.

Recordkeeping principles and procedures.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Ability To:**

Perform advanced journey level governmental accounting work.

Learn and apply the City's rules, regulations, ordinances, codes, procedures, and practices; and learn specialized computer software programs for use on the job.

Research and compile technical and financial information.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Physical Standards:**

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to, bend and twist to reach files, walk and stand, and occasionally lift up to 20 pounds. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret complex data, read fine print and computer monitors; converse over the telephone and in person; operate a computer and 10-key calculator by touch; analyze and solve problems; interact with City management, other governmental officials, contractors, vendors, employees and the public.

**Education, Experience, and Training:**

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business or public administration, or a related field. Possession of an advanced business or public administration degree is desirable.

**Experience:** Three years of increasingly responsible fund accounting experience. Public agency payroll experience is highly desirable. Supervisory and/or lead experience is desirable.

**Training:** Any recent training, such as academic courses and certification programs, which are relevant to this job classification.

**Licenses; Certificates; Special Requirements:**

Possession of a valid California Class C Driver's License and Certificate of Automobile Insurance for Personal Liability.